

Example Criteria for Employee Recognition Awards

The following are examples of criteria appropriate for Employee Recognition awards at the CAUSE FOR APPLAUSE level. These criteria address employee achievements related to activities over and above assigned responsibilities (i.e., extra activities).

- Performing extra duties beyond those normally assigned.
- Performing other roles when the department is short-staffed.
- Volunteering for and working on special projects.
- Volunteering to serve on a department or Agency committee and contributing to its success.
- Developing new work methods that reduce waste or stretch resources.
- Making creative suggestions that save the department time/money.
- Providing services to others that are beyond assigned responsibilities.
- Employees who perform normally assigned responsibilities at an exceptional level (must be identified by Supervisor.)

For further assistance, please contact Human Resources.